

[June 7, 2011 v1]

Form 7. FIRST CONSERVATOR'S ACCOUNT

Name of Person Filing Document: _____

Address: _____

City, State, Zip Code: _____

Telephone Number: _____

Attorney Bar Number (if applicable): _____

Licensed Fiduciary Number (if applicable): _____

Representing Self or Attorney for: _____

IN THE SUPERIOR COURT OF THE STATE OF ARIZONA
IN AND FOR THE COUNTY OF «COUNTY»

IN THE MATTER OF THE
CONSERVATORSHIP FOR

«Protected Person's Name»,

- ☐ a Minor
☐ an Adult

NO. «CaseNo.»

FIRST
CONSERVATOR'S ACCOUNT

- ☐ with BUDGET
☐ Amendment

(Assigned to the Honorable
«Judicial Officer»)

Confidential Document
Rule 7, Rules Probate Proc.

REQUIRED ATTACHMENTS, which are to be attached in the following order:

- ☐ SCHEDULE 1: Statement of Receipts and Disbursements
- ☐ SCHEDULE 2: Statement of Net Assets & Reconciliation
- ☐ SCHEDULE 3: Statement of Sustainability of Conservatorship
- ☐ RECENT BANK STATEMENT for each bank account
- ☐ Supporting Detail required for SCHEDULE 1
- ☐ Supporting Detail required for SCHEDULE 2
- ☐ Supporting Detail required for SCHEDULE 3
- ☐ TRANSACTION LOG, detailing all financial transaction during the current reporting period, reported by category.

CONSERVATOR'S CERTIFICATION

I, the undersigned, acknowledge that I have read and reviewed this form, accompanying schedules and attached supplements, and after reasonable inquiry have a good faith belief that the information in this report is true, accurate and complete to the best of my knowledge and belief.

<<Conservator Name>>

<<Date>>

Form 7. Continued

INSTRUCTIONS FOR FORM 7: FIRST CONSERVATOR'S ACCOUNT

Purpose of Form:

Use Form 7 to prepare and report the first conservator's account, concerning the administration of the estate. Begin using Form 8 with the second conservator's account, and continue using Form 8 until you file your final account on Form 9. If you are required to provide a budget with your annual conservator's account, report the budget on this same form.

If this conservatorship consists of a small estate or has very little activity, ask the Court to authorize the conservator to file Form 10, which is a simplified conservator's account; you must file the full report, unless the simplified conservator's account is authorized.

When to File:

Generally, each conservator's account and budget covers a one year period, such that each reporting period is referred to as a year. However, a reporting period may cover a different period of time, either longer or shorter than a year, if ordered by the Court, depending on the circumstances of each individual case.

By court rule, the first conservator's account covers a period that ends nine months after the issuance of the Letters as Conservator, and the first conservator's account is due 90 days later, which means the first conservator's account is due on the first anniversary of the conservator's appointment. Each successive year, the conservator's report is due on the subsequent anniversary of the appointment. See Section 14-5419, Arizona Revised Statutes and Rule 30, Arizona Rules of Probate Procedure.

However, you must review the Court's orders in your case, which may establish a different end date or different due date for the conservator's account, just as the Court may establish other special requirements that the conservator is required to follow, since every conservatorship is unique to some degree.

Form 7 is filed as a confidential document; the account is not available for public inspection.

General Instructions:

All references in these instructions to "you" refer to the conservator, and all references to "year" refer to the reporting or accounting period, even though the first conservator's account typically covers a nine month period.

Unless otherwise ordered by the Court, Form 7 requires attachments, including but not limited to SCHEDULE 1: Statement of Receipts and Disbursements; SCHEDULE 2: Statement of Net Assets & Reconciliation; and SCHEDULE 3: Statement of Sustainability of Conservatorship. In addition to the required schedules, certain answers require supporting detail, which are also required attachments to Form 7. As to any supporting detail, identify the schedule, line and, if appropriate, column that is detailed.

You should complete the required schedules prior to completing Form 7, because Form 7 is essentially a coversheet as you gather together your complete report, and it includes a certification that the report is true, accurate and complete to the best of your knowledge and belief. Don't sign this certification until you have read and reviewed the completed report.

Helpful Suggestion:

These instructions assume that Form 7 and all schedules are being completed manually on paper forms. However, Form 7 and all schedules are also available in an electronic format at no cost and will automate all of the calculations. Please see: [www.azcourts.gov/\[add full cite\]](http://www.azcourts.gov/[add full cite])

Notice:

Any estimates allowed or required by these instructions are not designed or intended as a basis for civil or criminal liability. Neither is it intended to be the basis for litigants to seek collateral remedies against each other or to obtain tactical advantages in proceedings before a court.

Specific Instructions:

SCHEDULE 1 (Form 7): Statement of Receipts and Disbursements

Column Instructions:

SCHEDULE 1 consists of columns that are divided into two basic categories: Columns B through E relate to the present, meaning information that you are reporting for the year just ended; and Columns F and G describe the

future, the year that is just beginning. **Please note: Column A is not used on Form 7 and is intentionally left blank.**

You may be required to use all of the available columns in SCHEDULE 1 or just some of the columns, depending whether the Court requires a budget.

Column A – Actual Results Prior Period:

Since this is a first conservator's account, this Column is intentionally left blank.

Column B – Budget, Period Just Ended: If you were required to file a budget for the year just ended, enter the budget for the year just ended in Column B. Please note: if the budget was amended during the year, enter the final amended budget in Column B and describe the amendments as supporting detail to SCHEDULE 1.

Column C – Actual Results, Period Just Ended: Complete "Column C" to report the conservator's account for the year just ended. This is the column where the actual receipts and disbursements for the year just ended are reported.

Column D – Deviation from Budget, & Column E – Deviation as Percent: If you are required to complete Columns B and C, then compute Columns D and E, which show the dollar amount and percent of deviation, respectively, between the budget and actual results. The formulas to calculate the deviation are shown in the headers to Columns D and E. *Please remember, if you are using the electronic version of this Form, the formulas are embedded and both columns are automatically calculated, as are all calculations on the Form.*

Column F – Budget Current Year: Complete Column F if the court requires a budget for the year that is just beginning. This is where you present a budget of receipts and disbursements for the coming year.

Column G – Change Requested: Finally, if you are required to complete both Columns C and F, then compute Column G to show the dollar amount for changes to the proposed budget as compared to last year's actual results. The formula to calculate the change is shown in the header to Column G.

Line Instructions:

As you determine what to enter on each line, please remember that transactions are recognized on SCHEDULE 1 when money is received or money is disbursed by the conservatorship. In accounting terms, transactions are recognized on a cash basis: you list receipts and disbursements when money effectively changes hands.

For example, if a cost is incurred but not paid before the end of a reporting period, the cost is not listed as a disbursement until paid.

For example, if a check is mailed before the end of a reporting period but does not clear the bank until early in the next reporting period, the disbursement is treated as paid when the check was mailed.

Receipts reported on SCHEDULE 1 include any money, whether income to the estate, liquidation of any general estate asset, or the proceeds of any loan to the estate.

Once you determine which columns of SCHEDULE 1 are required, complete each row as follows:

Line 1 – Start Date of each Period: Enter the start date for each period.

For example, if a conservator files an account that is due on September 30, 2012, for the period from July 1, 2011 to June 30, 2012:

- Columns B and C will have a start date July 1, 2011, and
- Column F will have a start date of July 1, 2012.

Line 2 – End Date of each Period: Enter the end date for each period. *Using the preceding example, the end date is June 30 one year later than the start date.*

Line 3 – Retirement and Disability Income:

Enter all regular and recurring income that is received as a result of retirement or disability, including but not limited to Social Security, Railroad Retirement, pension benefits, Social Security Disability, Supplemental Security Income, and worker's compensation benefits. Do NOT include distributions from tax-deferred investments, such as 401K and IRA funds.

Line 4 – Annuities, Structured Settlements, and Trust Income: Enter all income that is received from annuities, structured settlements or trust income that is not already included in line 3.

Line 5 – Wages and Earned Income: Enter all wages and earned income of the protected person that is not included in lines 3 or 4.

Line 6 – Investment and Business Income: Enter all investment and business income, including but not limited to interest, dividend, rent, and royalty income that is not included in lines 3, 4 or 5.

Line 7 – Other Receipts: Enter any other receipts that are not included in lines 3 through 6, including but not limited to any other income,

any distributions from tax-deferred investments, such as 401K or IRA funds, any amount received from selling an asset, or the proceeds from any new loan to the protected estate. Attach a detailed statement explaining the other receipts.

Line 8 – Total Receipts: Add lines 3 through 7 in each column to calculate the Total Receipts reported for each column.

Line 9 – Assets/Liabilities as Receipts: The number you reported on line 8 shows the total receipts to the conservatorship, but it is also important for the Court to know whether the conservatorship is going to be able to meet the lifetime needs of the protected person; and for this reason, the court needs to know how much of the receipts came from consuming assets or from borrowing money.

Enter on line 9 the amount of money that is already included in line 8 that came from selling or liquidating an asset or from incurring a new liability.

For example, if you receive a required minimum distribution from an IRA fund which pays out the earnings as well as some amount of the principal, enter the total distribution on line 7 and enter the amount of the principal received on line 9.

For example, if you receive the proceeds from an installment sale over a period of years, and this year you receive interest on the unpaid balance plus a payment on the balance due, enter the total payment received this year on line 7 and enter the principal portion of the receipts on line 9.

For example, if you sell an asset, such as a residence, enter the net amount received on line 7 and enter the same amount on line 9.

For example, if the conservator borrows money to pay the bills of the protected person, enter the amount of the new loan on lines 7 and 9 and include as a liability on SCHEDULE 2.

Line 10 – Total Income included in Receipts: Subtract line 9 from the Total Receipts on line 8.

Line 11 – Food, Clothing, and Shelter: Enter the disbursements for goods or services provided to a protected person that are essential for survival, excluding medical costs but including food, clothing, and shelter for the protected person. (For the limited purpose of reporting a disbursement on line 11, expenditures for food, clothing, and shelter remain essential for survival even if there are less expensive alternatives.)

For example: enter the regular fees to a care facility, required companions or care providers,

food, clothing, toiletries, utilities, or household expenses including home mortgage payments for the protected person's residence.

Line 12 – Medical Costs: Enter all of the medical payments for the protected person that are not included on line 11, including but not limited to medical, dental, optical, hearing, medical equipment and supplies, prescription and non-prescription medicines, insurance premiums and co-pays.

Line 13 – Dignity Funds: Enter the amount of funds that are released directly to the protected person as a spending allowance. Do NOT report how the protected person expended these funds; these funds are no longer considered part of the conservatorship estate.

Line 14 – Debt Service on Liabilities: Enter the amount of debt service payments on debts, such as loans and personal debts of the protected person.

- Do NOT include the home mortgage payment on the residence where the protected person resides (this was reported on line 11).
- Do NOT include as debt service any disbursements for obligations incurred in a prior period of the conservatorship, such as fiduciary and attorney fees and costs. Report these amounts in the appropriate disbursement category when paid.

For example, if the fiduciary earned a fee in one period, but the fee was paid in a later period, the fee is reported as a disbursement on line 18 when paid, NOT line 14. Any operating bills of the conservatorship are treated in the same manner, such as fees to care providers that are incurred but not paid until a later year.

For example, if the protected person has an outstanding credit card debt that was incurred before a conservator was appointed, the debt service payments on this debt are reported on line 14.

For example, if the protected person has an outstanding car loan that was incurred before a conservator was appointed, the debt service payments on this debt are reported on line 14.

For example, if the Conservator takes out a loan for the benefit of the protected person, such as a loan to fund the needs of the protected person until real estate or a business interest is sold, all debt service payments on this debt are reported on line 14.

Line 15 – Discretionary Expenditures:

Discretionary expenditures means all goods and services provided to a protected person that are

not essential for survival but are designed to improve or prolong the quality and enjoyment of life for the protected person, such as entertainment and vacation costs. Discretionary care does NOT include expenditures that are included on another line on SCHEDULE 1.

Line 16 – Other Disbursements for

Protected Person: Report other disbursements that are made for the protected person but not included on another line on SCHEDULE 1, including disbursements that are made for a dependent of the protected person. Include on line 16 the purchase of any asset, such as a residence, vehicle, or computer. Attach supporting detail explaining the other disbursements.

For example, if a residence was purchased for the protected person, report the cash down-payment on line 16, mortgage payments on line 11, and list the mortgage as liability on SCHEDULE 2. (see line 24 where this down-payment is also entered)

For example, if the conservator invests in a marketable security, such as a mutual fund or publically traded stock, enter the disbursement on line 16 (see line 24 where this purchase is also reported).

For example, enter on line 16 any tax payment that is not already listed on another line.

Line 17 – Total for Protected Person: Enter the sum of lines 11 through 16.

Line 18 – Fiduciary Fees and Costs: Enter the expenditures for Fiduciary Fees and Costs. Fees are compensation paid to the Fiduciary. Costs include administrative charges that are authorized in the Statewide Fee Guidelines, such as filing fees and postage. Costs do NOT include funds advanced for the benefit of a protected person, such as disbursements for food, clothing and shelter.

Line 19 – Fiduciary’s Attorney Fees and Costs: Enter the Fiduciary’s Attorney Fees and Costs.

Line 20 – Protected Person’s Attorney Fees and Costs: Enter the Protected Person’s Attorney Fees and Costs, including court-appointed counsel and any guardian ad litem, if paid by the conservator.

Line 21 – Other Administrative Fees and Costs: Report other disbursements that are an administrative fee or cost of the conservatorship that are NOT included on another line on SCHEDULE 1, such as an appraiser, financial advisor, court investigator, or accountant. Attach supporting detail explaining any other expenditure.

Line 22 – Total Administration

Disbursements: Enter the sum of lines 18 through 21.

Line 23 – Total Disbursements: Add lines 17 and 22.

Line 24 – Assets/Liabilities as

Disbursements: The number you reported on line 23 shows the total disbursements of the conservatorship, but the court also needs to know how much was disbursed to satisfy debts or acquire assets.

Enter the amount that is included in line 23 that reduced the principal balance of a debt or was expended to acquire an estate asset.

For example, if you expend funds on an installment purchase over a period of years, and this year you pay interest on the unpaid balance plus a payment on the balance due, enter the total payment (interest and principal) on line 14 and enter the principal portion of the payment on line 24.

For example, if you buy a residence for the protected person, enter the net amount disbursed as a down-payment on line 14 and enter the same amount on line 24. Thereafter, any mortgage payments are reported on line 11, and this obligation will now be reported as a debt on SCHEDULE 2.

For example, if the conservatorship previously borrowed money to pay the bills of the protected person, enter any the debt service payment for the loan on line 14 (including principal and interest), and enter the principal amount paid (but not interest) on line 24.

Line 25 – Total Expenses in Disbursements: Subtract line 24 from the Total Disbursements on line 23.

Line 26 – Total Surplus/(Shortfall): Enter line 8 minus line 23. If the amount is positive, this is a cash-flow Surplus. If the amount is negative, this is a cash-flow Shortfall, and the number must be displayed in parentheses or preceded by a negative sign.

Line 27 – Net Income/(Net Expenses): Enter line 10 minus line 25. If the amount is positive, this is the amount by which income exceeds expenses. If the amount is negative, this is the amount by which expenses exceed the income of the conservatorship, and a negative number must be displayed in parentheses or preceded by a negative sign.

SCHEDULE 2 (Form 7): Statement of Net Assets & Reconciliation

Section 1 – Net Assets: The first section of SCHEDULE 2 includes the inventory for comparison purposes with an updated report of net assets, including an explanation of any changes.

Column Instructions:

Column A – Inventory Summary: Complete Column A to display the Inventory Summary.

If you filed Form 6 at the time of filing the "Inventory", this summary information can be copied directly from SCHEDULE 2, Column B of that Form 6. If you did not file a Form 6, you complete Column A by summarizing the inventory at this time.

This information is presented for comparison purposes only. If you were appointed during the past year as a successor conservator, and the original conservator filed the inventory, you will include your predecessor's inventory in Column A. You are not attesting to the accuracy of your predecessor's information, and you are not responsible for verifying the activity reported by the prior conservator, but you are responsible for disclosing to the court any discrepancies that you discover.

Column B – Updated Valuations for Period Just Ended: Complete Column B to provide an update about the net assets of the conservatorship for the year just ended, including additions, deletions, and changes in value from the inventory.

As a reminder, when you filed your original inventory, you were required to provide a valuation of all the property, and some assets were easy to value, like bank accounts, but some assets were difficult to value, like real estate, and may have required the services of a professional appraiser. However, when filing an annual conservator's account and completing SCHEDULE 2, you are not required to file another formal inventory but only provide an update on the net assets of the estate, including your good faith estimate of any significant changes in valuation, which may be based upon your personal opinions. You are not required to seek the opinion of a professional appraiser. Of course, the balance in bank accounts can always be readily determined and must be accurately reported after deducting any outstanding checks or adding any deposits that are not yet posted.

Unless otherwise ordered by the Court, do not include in the net asset report any property that is titled in the name of a different legal entity, such as property held by a trust or corporation, unless you as conservator can exercise a power of direction over the asset. A power of direction includes the ability to direct the other legal entity to transfer title or possession to the property.

When reporting the value of all general assets do NOT deduct any liens or mortgages. Debts are separately reported as liabilities.

Column C – Change from Prior SCHEDULE 2, Column D – Change as Percent, & Column E – Explanation of Change: Compute Columns C and D, which show the dollar amount and percent of change, respectively, from last year to this year. The mathematical calculation is shown in the header to Columns C and D. Complete Column E to explain any changes in the value or composition of the assets or liabilities included in the category; and if more space is required, file an explanation as supporting detail.

Line Instructions:

Line 1 – Valuation Report Date: Enter the date of each report of net assets. Column A is the date of the inventory, and Column B is the end date of your current conservator's account (this is found on SCHEDULE 1, Column C, line 2).

Line 2 – Real Estate: Enter the value of all real estate owned by the estate, such as the residence of the protected person, any rental or vacation real estate, and any cemetery plots. *Remember to enter the gross value of ALL assets and do not deduct liens or mortgages; ALL liabilities are listed separately on line 17 as debts.*

Line 3 – Vehicle(s): Enter the value of any vehicles, such as a personal automobile, motorcycle, golf cart, watercraft, airplane, or recreational vehicle.

Line 4 – Business Ownership Interests: Enter the value of any business ownership interests, such as a closely held family business. Do not list shares in a publically traded corporation on line 4.

Line 5 – Household Items and Personal Effects: Enter the value of household items and personal effects that are owned by the protected person, which commonly include the property that the protected person stored in his or her primary residence, including displayed collectible items. Property with significant value, like precious jewelry and valuable collections, should be itemized and included separately on line 8.

Line 6 – Stocks, Bonds, and Mutual Funds, not tax-deferred: Enter the present value of stocks, bonds, mutual funds, and other marketable securities, such as savings bonds and bearer bonds, but excluding business interests that were entered on line 4 or tax-deferred assets that are entered below on line 7.

Line 7 – Tax-Deferred Assets: Enter the present value of tax-deferred assets, such as IRA and 401(K) accounts. Include all tax-deferred assets, including but not limited to tax-deferred cash accounts, certificates of deposit, savings accounts, and brokerage accounts.

Line 8 – Other General Assets: Enter the present value of all other assets that are not already listed, excluding cash and regular bank accounts. Include the cash value of any insurance policies or any prepaid benefits, such as prepaid funeral plans.

Line 9 – Total General Assets: Enter the sum of lines 2 through 8.

Line 10 – Bank Accounts, Restricted Access: Enter the cash balance of any bank accounts that are court-restricted, meaning funds may not be withdrawn without a court order. Bank accounts include checking, saving, certificates of deposit, money market accounts, and all functionally similar accounts, whether in a bank, savings and loan, credit union, or other similar financial institution. Do not include tax-deferred assets that were listed above on line 7.

Line 11 – Bank Accounts, Unrestricted Access: Enter the cash balance of any bank accounts that are NOT court-restricted, meaning funds may be withdrawn without a court order.

Line 12 – Cash on Hand: Enter the amount of currency that you have on behalf of the estate, such as a petty cash fund. Do not include coin collections on this line, unless the coins have no collectible value above the face value of the coins.

Line 13 – Other Money-Denominated Assets: Enter the value of other money denominated assets, such as a cash card. These assets are functionally equivalent to money in a bank account and do not change in value by market fluctuation, except by receipt of a dividend or interest. Attach supporting detail.

Line 14 – Total Cash and Bank Accounts: Enter the sum of lines 10 through 13.

Line 15 – Total Available Assets: Add lines 9 and 14.

Line 16 – Bills & Payables more than 30 days old: Enter the amount of any and all past-due bills and payables, plus ALL incurred but unpaid fiduciary and attorney fees and costs, as of the end of the reporting period. Attach supporting detail.

Line 17 – Debts: Enter the amount of all other debts, such as notes, mortgages, credit cards and personal loans, as of the end of the reporting period. Attach supporting detail.

Line 18 – Total Liabilities: Add lines 16 and 17.

Line 19 – Net Assets: Enter line 15 minus line 18. This is the value of the net assets as of the date of the reporting period.

Section 2 – Reconciliation of Conservator's Account: The second section of SCHEDULE 2 is utilized to reconcile the cash flow information reported on SCHEDULE 1 to the net asset information reported on SCHEDULE 2. The purpose for this reconciliation is to prove that the ending balance in cash and bank accounts matches the starting balance plus receipts and minus disbursements.

Line 20 – Starting Cash Balance: Enter starting Cash Balance from SCHEDULE 2, Column A, line 14.

Line 21 – Total Receipts: Enter Total Receipts from SCHEDULE 1, Column C, line 8.

Line 22 – Available Funds: Add lines 20 and 21.

Line 23 – Total Disbursements: Enter Total Disbursements from SCHEDULE 1, Column C, line 23.

Line 24 – Ending Cash Balance: Calculate Ending Cash Balance by subtracting line 23 from line 22. The result must equal the Ending Cash Balance as reported on SCHEDULE 2, Column B, line 14. If these amounts do not match, there is an error in the report.

SCHEDULE 3 (Form 7): Statement of Sustainability of Conservatorship

The purpose of SCHEDULE 3 is to estimate how long the conservatorship estate can meet the expenses of the protected person, and then to compare whether that duration is longer or shorter than the estimated lifespan of the protected person. A conservatorship estate that can meet the predicted expenses of a protected person is considered sustainable, while a conservatorship estate that cannot is not sustainable. A conservatorship estate must have a written management plan if it is not sustainable.

Column Instructions:

Column A – Sustainability Estimated in Form 6, SCHEDULE 3: If Form 6, Schedule 3 was filed, complete Column A to display information from the first estimate of sustainability; this information is presented for comparison purposes only and can be copied directly from Column B of Form 6, SCHEDULE 3,

including the report date. If you are a successor conservator, you will still include your predecessor's sustainability calculation, if one was performed. You are not attesting to the accuracy of this information, and you are not responsible for verifying the activity reported by the prior conservator, but you are responsible for disclosing to the court any discrepancies that you discover.

Column B – Updated Sustainability

Estimated for Period Just Ended: Complete Column B to provide your estimates on the sustainability of the conservatorship. This may be your first estimate or a new estimate, depending whether you previously filed Form 6, SCHEDULE 3. Your estimates should be based upon the most current information that is reasonably available to you.

For example, if there is a substantial change of circumstances for the protected person, such as a medical deterioration which requires a different level of care, use this information when calculating sustainability, even if the change occurred after the end of the reporting period but before the date of filing this schedule.

As a reminder, the information provided on this schedule is a good faith estimate based upon the information that is reasonably available to you. Some information may be easy to calculate and should be accurate, such as money available in bank accounts, but some information is very difficult to estimate, such as the projected life expectancy of the protected person. This schedule requires you to share what you believe to be true, not what you can prove to be true. You are not making an avowal; you are telling the Court what you think is true in this particular case for this particular protected person.

Column C – Change from Prior SCHEDULE 3, Column D – Change as Percent, & Column E – Explanation of Change:

If you have a prior sustainability estimate in Column A, compute Columns C and D, which show the dollar amount and percent of change, respectively, from last estimate to this estimate. The mathematical calculation is shown in the header to Columns C and D. Complete Column E to explain any changes in the value or composition of the assets or liabilities included in the category; and if more space is required, file an explanation as supporting detail.

Line Instructions:

Line 1 – Report Date of Sustainability

Estimate: Enter the date of each report of sustainability. Column A is the date of the prior estimate, and Column B is the date of your new estimate of sustainability.

Overview of Lines 2 through 4: You calculated the net assets of the conservatorship estate on SCHEDULE 2, but there may be additional factors that may impact those assets looking forward, such as additional assets that might come from an inheritance or a personal injury claim. Likewise, looking forward, some assets might be needed for known one-time expenditures, such as a major medical expenditure or the startup costs for the conservatorship. Once these adjustments are made, if any, the remaining net assets should be available to meet the typical or recurring needs of the protected person.

Said another way, you are calculating the net assets that are thought to be available to meet the regular and recurring needs of the protected person from this point forward

Line 2 – Net Assets: Enter the value of the Net Assets available to the estate, as calculated on SCHEDULE 2, line 19, Columns A and B, respectively.

Line 3 – Adjustments: Enter zero, unless adjustments are required. If so:

- Enter as a positive value any new and significant assets that you expect to come into the conservatorship, such as an inheritance or a personal injury award.
- Enter as a negative value any assets that need to be used to satisfy any planned, one-time, significant expenditures, such as one-time medical cost, large repairs, or the cost to stabilize the conservatorship.

Explain any adjustments in the space provided on SCHEDULE 3, Column E, or provide supporting detail on a separate page.

Line 4 – Adjusted Net Assets: Add a positive value on line 3 to line 2, or deduct a negative value on line 3 from line 2. This is your estimate of the assets that will be available to meet the recurring needs of the protected person.

For example, if the net asset figure on line 2 is \$100,000, and line 3 is a positive value, such as \$5,000, enter the sum of both numbers, \$105,000 on line 4. However, if line 3 instead has a negative value, such as minus \$8,000, which can be written as -\$8,000 or (\$8,000), you would enter \$92,000 on line 4.

Overview of Lines 5 through 7: You already calculated the net income or the net expenses of the conservatorship estate on SCHEDULE 1, but there may be additional factors that impact the typical or recurring net income or net expenses looking forward, such as income or expenses

that will change in the future. Said another way, what will be the regular or recurring net income or net expenses in a typical year?

Line 5 – Net Income/(Net Expenses): Enter the value of the net income or net expenses for the estate as calculated on SCHEDULE 1, line 27, Columns A and C, respectively. Enter net income as a positive number, and enter net expenses as a negative number.

Line 6 – Adjustments: Enter zero, unless adjustments are required. If so:

- Enter as a positive value any significant one-time expenses that were recognized as a disbursement when calculating the net income or net expenses for the year just ended, such as a one-time medical cost or the startup cost for the conservatorship.
- Enter as a positive value any significant and recurring income that was not recognized (or not fully recognized) when calculating the net income or net expenses for the year just ended, such as a new source of income like disability benefits.
- Enter as a negative value any significant and recurring expenditure that was not recognized (or not fully recognized) when calculating the net income or net expenses for the year just ended, such as a new or increased expenditure for care of the protected person.

For example, if the protected person now receives a regular and recurring disability payment of \$1,000 per month, and only the first three months of benefits was included in the net income or net expenses for the year just ended, there is a required positive adjustment in the amount of \$9,000, which recognizes the additional income that will be received in a typical year (since 3 months was already recognized).

For example, if the protected person incurred a substantial one-time expenditure, which was a disbursement when calculating the net income or net expenses for the year just ended, this is a positive adjustment, since this disbursement will not recur in a typical year. This might occur with the one-time cost for a new roof on the protected person's residence.

For example, if the protected person will now require additional care services, which was not previously included as a disbursement in calculating the net income or net expenses, this is a negative adjustment.

Explain any adjustments in the space provided on SCHEDULE 3, Column E, or provide supporting detail on a separate page.

Line 7 – Adjusted Net Income/(Net Expenses): Add the positive value on line 6 to line 5, or deduct the negative value on line 6 from line 5. This is your estimate of the regular and recurring net income or net expenses of the conservatorship.

If line 7 is a positive value, you are estimating that the conservatorship is sustainable because the conservatorship is expected to produce more income than it expends. If line 7 is positive, do NOT complete lines 8 through 10; skip to line 11.

If line 7 is a negative value, continue to line 8.

Line 8 – Enter Adjusted Net Assets: Enter the number calculated on line 4.

Line 9 – Enter Adjusted Net Expenses: Enter the absolute value of the number calculated on line 7. This means you will enter a positive number for the value that is shown on line 7 as a negative number. Said another way, ignore the negative sign when entering this number on line 9.

Line 10 – Estimated Years of Sustainability: Enter here line 8 divided by line 9. This is your estimate of the number of years that the conservatorship can fund the recurring and regular expenses of the protected person before the entire net estate is consumed.

Line 11 – Estimate of Protected Person's Remaining Life Expectancy: Enter your good faith estimate of the remaining life expectancy of the protected person expressed in years. Just tell the Court what you think, not what you can prove. You may rely on your own experience, any opinions that you consider credible, such as the opinions of a medical professional, and life expectancy tables. However, do not use life expectancy tables without making adjustments for the particular circumstances of the protected person based upon the information that is reasonably available to you.

Line 12 – Conservatorship is Sustainable: Check the box for "Yes" if Adjusted Net Income on line 7 is a positive number OR if line 10 is equal to or greater than line 11. If not, check the box for "No".

Said another way, check "Yes", if the income exceeds expenses as reported on line 7. Likewise, check "Yes", if the number of years it takes to consume the estate is equal to or greater than the projected life expectancy of the protected person. Otherwise, check "No".

Line 13 – Management Plan: If Column A and/or Column B, line 12 is checked "No", provide the most recent prior management plan in Column A, if any, and describe your current management plan in Column B. If there is no change to the prior management plan, enter "No Change" in Column B.

The conservator shall provide the court with an alternative management plan if the estate is not calculated as sustainable. That plan shall describe how the future care needs of the protected person shall be met. For example, there may be a need for an adjustment in the protected person's standard of living or a future need for public assistance.

The objective of the conservator must always focus on the best interests of the protected person, while respecting the wishes of the protected person to the extent not inconsistent with the protected person's best interests.

FORM 7: Conservator's Account:

Form 7 is largely a self-explanatory document; it serves as a coversheet for your complete annual report.

When filing Form 7, you are required to attach SCHEDULES 1, 2, and 3, as well as a copy of bank statements for all accounts as of the date when the current reporting period ended. If you need to attach any supporting detail to any schedule, this detail is also a required

attachment. Check each box on Form 7 for each included attachment.

When amending Form 7, include any required attachments that are changed as a result of the amendment. Check each box on an amended Form 7 for each included attachment.

Organize all required attachments in the same order as shown on Form 7.

Sign Form 7 when you are finished and have reviewed the form and all required attachments. When you sign, you are certifying that you have read and reviewed the entire report and, after reasonable inquiry, you have a good faith belief that the information in this report is true, accurate and complete to the best of your knowledge and belief.

Please remember, you will use Form 8 starting with your second conservator's account, and you will continue using Form 8 for each of your annual conservator's accounts thereafter until you are ready to file your final account.

Use Form 9 for your final conservator's account.

Please remember, if this conservatorship consists of a small estate or has very little activity, ask the Court to permit you to file Form 10, which is a simplified conservator's account; however, you must file the full report, unless the simplified conservator's account is authorized.